

DESCRIPTION OF SUGGESTION
(Attach additional sheets if necessary)

SUGGESTION NO.

57-81

The use of sources in reports is an established feature and it is conceded that in most cases they are necessary. A study of methods of using sources indicates a strong tendency on the part of most analysts to over-document their copy. As a result, editing, typing, proofing, and correcting reports takes more time and money than is necessary. In a report published by the Economic Research Area of the Office of Research and Reports under SC Number 04701/77, 14 August 1957, a total of 788 source references were used. After reviewing the method used in documenting this report, and all other Economic Area Reports, it is the belief of the authors of this suggestion that sufficient time and money could be saved to warrant close review of the following proposal:

When documenting any report, if the same source is to be used more than once, the source number could be used each time rather than using an additional number and Ibid. (See sample below, taken from a published report.) This simple solution, had it been applied to the report quoted in paragraph 1 above, would have eliminated the editing, typing, and correcting of from 377 to 400 of a total of 788 sources or 9 finished pages of copy. It is conceded that the report mentioned is the exception rather than the rule but the same problem in a lesser density applies to all reports published by the Economic Research Area. By applying the proposed method the following problems would be resolved: the possibility of typographical errors in repeating sources; the necessity for the editor to maintain consistency of duplicate sources; and the necessity of the reader to refer to the Source References so many times. The reader would become acquainted with the source more readily and would only have to remember page numbers used in the same source.

By eliminating all of the above problems, time and money would be saved by the analyst, the typist, the reproduction plant, and the reader. On the basis of the facts stated above, it is requested that this proposal be given serious consideration.

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SAMPLE:

Present Style

Labor costs for direct retail trade workers in 1955 were 9.4 billion rubles. ^{200/} This group numbered 1,328,100 out of a total labor force in trade (excluding public dining) of 2,937,500, or 45.2 percent. ^{201/} On the assumption that labor cost per worker for all workers was the same as for direct retail trade workers, the figure of 9.4 billion rubles is taken as 45.2 percent of the total labor cost, which then becomes 20.8 billion rubles.

Labor costs for direct workers in public dining establishments of all ministries were 4.5 billion rubles. ^{202/} In establishments of the Ministry of Trade, direct workers were 84.2 percent of the total labor force. ^{203/} On the assumptions that labor cost per worker was the same for indirect workers as for direct workers and that direct labor was the same share of the total in other trade organizations as in the Ministry of Trade, 4.5 billion rubles was taken as 84.2 percent of the total labor cost, which is therefore estimated at 5.3 billion rubles.

200. USSR, Tsentral'noye Statisticheskoye Upravleniye. Sovetskaya torgovlya (Soviet Trade), Moscow, 1956, p. 7. U. Eval. Doc.
 201. Ibid., p. 114. U. Eval. Doc.
 202. Ibid., p. 123. U. Eval. Doc.
 203. Ibid., p. 116. U. Eval. Doc.

Suggested Style

Labor costs for direct retail trade workers in 1955 were 9.4 billion rubles. ^{200/} This group numbered 1,328,100 out of a total labor force in trade (excluding public dining) of 2,937,500, or 45.2 percent. ^{200; p. 114/} On the assumption that labor cost per worker for all workers was the same as for direct retail trade workers, the figure of 9.4 billion rubles is taken as 45.2 percent of the total labor cost, which then becomes 20.8 billion rubles.

Labor costs for direct workers in public dining establishments of all ministries were 4.5 billion rubles. ^{200; p. 123/} In establishments of the Ministry of Trade, direct workers were 84.2 percent of the total labor force. ^{200; p. 116/} On the assumptions that labor cost per worker was the same for indirect workers as for direct workers and that direct labor was the same share of the total in other trade organizations as in the Ministry of Trade, 4.5 billion rubles was taken as 84.2 percent of the total labor cost, which is therefore estimated at 5.3 billion rubles.